

BUILDING PLAN SUBMITTAL REQUIREMENTS

The submittal requirements outlined within this section are required to be submitted along with the building permit application and building plans. Failure to submit stipulated items will only delay plan review and the permitting process. City Staff endeavors to complete plan reviews within ten (10) business days.

APPLICABLE CODE EDITIONS: 2015 Editions of the International Building, Fire, Residential, Plumbing Codes, and the 2014 Edition of the National Electrical Code, and 2015 Edition of REScheck. Building and associated permits are also required in the Helotes Extra-Territorial-Jurisdiction, per Chapter 18, Section 1.

Note: Properties containing any portion of the 100 year FEMA floodplain must follow the regulations and procedures outlined within Chapter 42 *Floods* of the Municipal Code of Ordinances. Unplatted properties must follow the platting regulations and procedures outlined within Chapter 78 *Subdivisions* of the Municipal Code of Ordinances. Septic systems, including the design and installation of said systems, are regulated and permitted by Bexar County Infrastructure Services Department. Similarly, water wells are regulated and permitted by the Edwards Aquifer Authority and, in some instances, San Antonio Water System (SAWS). Lastly, State Law requires that construction documents for certain projects be prepared by a registered design professional. Please see Appendix A for a listing of projects requiring architectural services.

APPLICATION REQUIREMENTS FOR BUILDING PERMITS:

1. Legal description of property (lot, block, and NCB numbers): Legal descriptions may be found online at www.bcad.org through the Bexar County Appraisal District office.
2. Building, plumbing, electrical, and HVAC contractors: Provide full names, complete addresses, telephone numbers, and copies of all current State master licenses and certificates of insurance. The certificate holder should be made out to the City of Helotes.
3. Septic system permit application with registration number (if not on SAWS sewer system): Permit applications and required permits for septic systems are issued by the Bexar County Infrastructure Services Department, and permit applications are located online at www.inf.bexar.org. Please ensure through Bexar County and SAWS that minimum lot size requirements are met.
4. Submit a minimum of **two (2)** complete sets for residential construction, **three (3)** complete sets of scaled building plans for commercial construction, **four (4)** complete sets are required for food establishments and / or day care facilities) and **one (1)** PDF formatted digital file of the complete submittal. The Building Official may require that interior finish-out projects be drawn by a registered design professional. The minimum hard copy size should be 18" x 24", including all civil plans.
 - a) Structural plans must include and / or illustrate the following:
 - i. Engineered foundation plans (4" minimum slab thickness) sealed by State-licensed professional engineer
 - ii. Walls, including the insulation R-value (engineered)
 - iii. Roof
 - iv. Ceilings, including the insulation R-value (engineered)
 - v. Note: REScheck COMcheck required (use 2012 requirements)
 - vi. Form Survey

b) Mechanical plans must include and / or illustrate the following:

- i. HVAC plans (Commercial Only)
- ii. Plumbing clean-out at building
- iii. Cut-off at main water supply
- iv. Gas service

c) Electrical plans must include and / or illustrate the following:

- i. Main exterior disconnect
- ii. Main panel board
- iii. Outlets, as required
- iv. G.F.I. outlets in bathrooms and exterior
- v. Smoke detectors
- vi. Exit lights
- vii. Type of wiring
- viii. Exterior lighting

d) Proposed hours of construction (shall comply with Chapter 18, Article V of the City of Helotes' Code of Ordinances.)

5. Recorded plat(s) of property, notating, if required, proper off street parking areas. Additionally, please locate existing water, natural gas, electrical, telephone, sewer / septic, and other under- or aboveground utilities on the submitted plat / site plan. Building setback lines established by plat and / or Chapter 98 *Zoning* of the Municipal Code of Ordinances shall be located on the submitted plat / site plan, as well. Lastly, refer to Chapter 98 *Zoning* for prescribed minimum lot size requirements.
6. Submit a tree survey for all commercial and residential subdivision developments *before* commencing site work. All tree protection measures, including any noted deficiencies, must be in place and inspected before commencing site work. Tree preservation and landscaping must be completed in accordance with Chapter 94 *Vegetation* of the Municipal Code of Ordinances. A single-family residence not part of a larger residential subdivision development are exempt from Chapter 94 of the Code of Ordinances.
7. A storm water drainage plan must be submitted as part of the building permit application process for commercial and residential subdivision developments in accordance with Chapter 34 *Environment* of the Municipal Code of Ordinances. Generally, Municipal Code requires developments to detain all storm water runoff or, if storm water runoff is negligible, pay a fee-in-lieu of detention.
8. As determined by the City Engineer, a traffic impact analysis may be required for all new commercial and residential subdivision developments in accordance with Chapter 78 *Subdivisions* of the Municipal Code of Ordinances. The traffic impact analysis must be submitted in substantial compliance with code requirements outlined within the City of San Antonio Unified Development Code.

FIRE CODE REQUIREMENTS:

The Fire Department / Fire Marshall will review all commercial building / residential subdivision developments to ensure that 2015 International Fire Code requirements are met. Please ensure that the following building / site plan components are addressed:

- Exterior fire resistive construction methods
- Fire lane / apparatus access
- Number of fire hydrants and locations
- Fire Department connection to fire sprinkler system
- Lock box location(s)
- Utility map, including natural gas, electric, and fire mains

Submitted scaled plans shall include:

- Complete floor plan
- Proposed use or type of occupancy
- Type of construction
- Interior wall finish
- Proposed occupant load
- Detailed wall construction for any occupancy separation
- Proposed type, size, and location of fire extinguishers
- Location of lighted exit signs with battery backup
- Location of emergency lighting units
- Mechanical plans showing duct smoke detectors

If applicable, plans should also be submitted for fire sprinkler systems, fire alarm systems, ventilation hood fire extinguishing systems, all other fire extinguishing systems, flammable spray booths and extinguishing systems, and details for hazardous materials storage.

ASSOCIATED FEES:

Permit fees will be assessed in accordance with the City's most current fee schedule adopted by the City Council.

REQUIRED INSPECTIONS:

Several inspections are included as part of approved building permits and associated fees. Such inspections include **pre- and post-sitework tree preservation, storm water pollution prevention plan (SWPPP), plumbing rough-in, foundation, frame, insulation, sewer, water & final, water, and landscaping inspections**. Additional inspection fees are assessed for all disapproved inspections.

You are required to call the Development Services Department at 210.695.5905 (Ernest Cruz) or 210.695.5964 (Patty Daugherty) at least twenty-four (24) hours in advance to schedule the following inspections. Inspections are performed each morning Monday thru Friday between the hours of 7 a.m. and 11:00 a.m. only. For following day inspection requests, you must contact Development Services before 4:00 p.m. the day before the inspection is to be completed.

1. Pre-sitework tree preservation inspection, (Commercial Only).
2. Storm water pollution prevention plan (SWPPP) inspection, (Commercial Only).
3. Post-sitework tree preservation inspection (7 days following the pre-sitework tree preservation inspection), (Commercial Only).
4. Plumbing rough-in inspection (water must be standing in pipes)
5. Pre-pour foundation inspection (before concrete is poured)
6. Frame-out inspection (including electrical, plumbing, and HVAC) (before insulation)
7. Insulation inspection
8. Final inspection
9. Fire Code inspection, (Commercial Only).
10. Landscaping inspection, (Commercial Only).
11. Final SWPPP stabilization inspection (90 days after Certificate of Occupancy issued), (Commercial Only).

Note: Additional inspections for tree preservation, landscaping, and SWPPP may be requested and scheduled by the City Arborist and / or Certified Stormwater and Erosion Inspector at their discretion. The final inspection and / or Certificate of Occupancy will not be approved until all outstanding fees have been paid.

BUILDING VALUATION:

You are required to provide a building valuation for your proposed development. If the proposed construction valuation is higher than the square footage calculation for the building(s), the higher valuation shall apply. The Building Officer reserves the right to require additional documentation verifying the stated building valuation.

ADDITIONAL PERMIT REQUIREMENTS:

The following required permits are distinct from the Building Permit, and they must be applied and paid for separately:

- Driveway / flatwork located on City rights-of-way
- Driveway / flatwork located on TxDOT rights-of-way
- Sprinkler / irrigation systems (issued to State-licensed master plumbers or irrigators)
- Right-of-way excavation permits

Please consult the Development Services Department for additional information on required permits.

UTILITY COMPANIES:

The following utility companies services residents and business owners within the City of Helotes:

Water service San Antonio Water System (SAWS)

Sewer service San Antonio Water System (SAWS)

Gas service CPS Energy
Grey Forest Utilities

Electrical service CPS Energy

Other Time Warner Cable
AT&T

QUESTIONS:

Questions should be directed to the Development Services Department between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at 210.695.5905 (Ernest Cruz) or 210.695.5964 (Patty Daugherty). Please visit the City's website, www.helotes-tx.gov, for access to the City of Helotes Code of Ordinances. Click on the "Ordinances" tab.

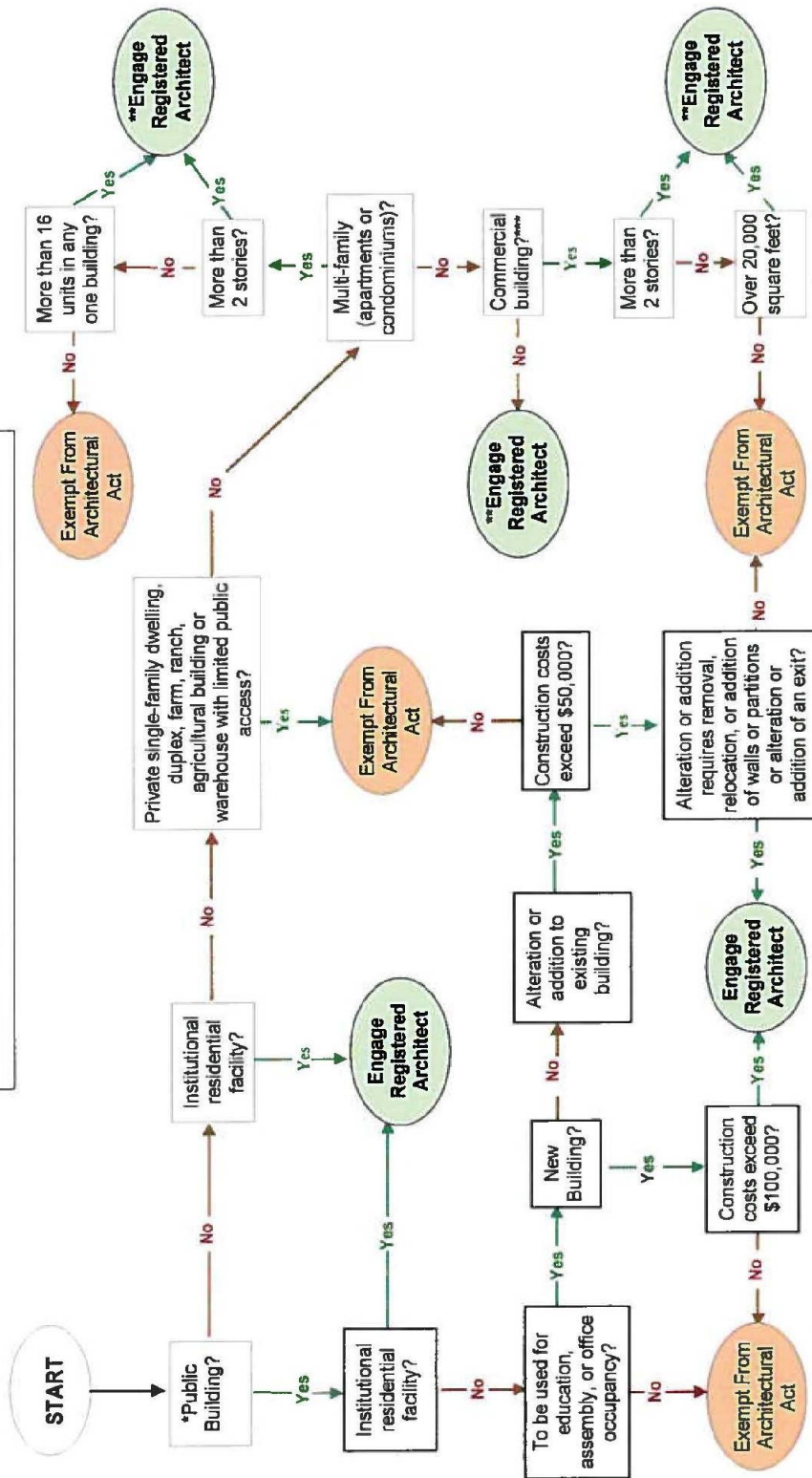
APPENDIX A



Architect Required: When to Engage an Architect for Design and Construction Observation

NOTE: An unlicensed person who wishes to offer or perform design services pursuant to any of the exemptions must not use any form of the word "architect" in connection with the offer or performance of design services.

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www.tbae.state.tx.us



* "Public Building" means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas

** If a project involves only the alteration of an existing building and the alteration does not involve a substantial structural or midway change to the building, the project is exempt from the architectural act

*** "Commercial building" means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services

Additional copies of this flowchart may be downloaded from our website at www.tbae.state.tx.us/LawsEnforcement/BuildingOfficials.shtml.
To verify the registration status of an architect, landscape architect, or interior designer, please visit: www.tbae.state.tx.us/PublicInfo/FindProfessional.shtml

TBAE archflowchart Revised 7-5-2004

Effective July 5, 2004